

**The U.S. Consulate Residence provides a good opportunity to work for high-ranking officials in an international environment.**

<b>Vacant Position</b>	<b>Residence Staff (Full-time)</b> Official Residence of the Consul General in Osaka-Kobe Position will be available on 10/01/2023
<b>Job Description</b>	The job holder independently performs housekeeping, laundry, and waiting at table. Performs other duties as needed.
<b>Qualifications</b>	<p>Must be physically fit to perform assigned duties.</p> <p>Must be attentive to the needs of occupants, guests, and staff.</p> <p>Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene at all times including trimmed hair, neatly tied or worn under a net.</p> <p>Must have a good attitude and the ability to be a good team member.</p> <p>Good working knowledge Japanese is required. Basic English is preferred.</p>
<b>Location</b>	Official Residence of the Consul General, Osaka-Kobe Kikutani-cho, Nishinomiya, Hyogo (within 10-minute walk from Hankyu Kurakuenguchi-Station.)
<b>Employment Conditions</b>	<p><b>Term of contract:</b> One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p><b>Work hours:</b> Fulltime, 40 hour work week.</p> <p><b>Compensation:</b> <u>¥3.9 to 4.0 million/year</u> including bonuses and other allowances.</p> <p>-Salary will be determined depending on the selected candidate prior work experience and qualifications.</p> <p>-Commutation Allowance provided separately.</p> <p>- Salary increase is considered upon renewal of contract and successful performance.</p> <p>-Advance severance is provided at the end of each contract.</p> <p><b>Annual Leave and Holidays:</b> Provided in accordance with internal regulations.</p> <p><b>Labor Insurance:</b> Worker's Compensation and Employment Insurance</p>
<b>To Apply</b>	<p>Please submit Japanese resume and supporting documents (copy of diploma, licenses, etc.) to:</p> <p><b>By mail:</b> 2-11-5 Nishitenma, Kita-ku, Osaka 530-8543 Attn: CGR Residence Staff</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: right;"><b>Closing date: July 12, 2023</b></p>